

AMENDED



Arnold A. Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE  
Equal Opportunity Employer  
Job Opportunity

PROGRAM TECHNICIAN or OFFICE ASSISTANT (TYPING)  
Sacramento  
Permanent - Full-time

The Department of Real Estate has several openings in its Licensing Division for a Program Technician or an Office Assistant (Typing). The positions are located at 2201 Broadway in downtown Sacramento and are permanent, full-time.

Duties of the Positions may include:

- Review and process salesperson, broker and officer original applications; analyze and compare requested changes against the computer records.
- Ensure that applications are properly completed, submitted within the proper timeframes set forth by law, educational requirements have been satisfied and proper fees submitted. Review applications to determine if violations of the law or convictions have been listed on the application.
- Determine if applicant has submitted documentation sufficient to satisfy proof of legal presence requirements pursuant to federal legislation.
- Review college transcripts and completion certificates. Review fictitious business name statements to ensure they are completed and filed correctly, that they are not misleading or constitute false advertising and that submission is in accordance with Section 2731 of the Regulations of the Real Estate Commissioner.
- Send correspondence to license applicants requesting additional or corrected information.
- Answer phone inquiries regarding various stages of the licensing process. Effectively communicate the laws, rules, and regulations and policies of Real Estate Law and the DRE verbally as well as in writing.
- Sort and categorize incoming mail, review problem applications and follow-up on previous correspondence.

Necessary qualifications:

- Ability to answer, screen and transfer incoming calls.
- Excellent technical and analytical skills.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members and others.
- Ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures and disseminate correctly to the public.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.
- **Office Assistant (Typing): A valid typing certificate for 40 wpm is required; please attach a copy to your application** or a typing test can be administered by Department of Real Estate.
- **Program Technician: Ability to successfully demonstrate keyboarding skills.** A keyboarding skills test will be given, however, if you already have a current typing certificate (40 WPM or greater), you will not have to take the keyboarding skills test. **Please attach a copy of your typing certificate to your application.**

Desirable Qualifications

- Dependability and excellent attendance.
- On-line inquiry computer experience.
- Personal computer experience using Word or an equivalent application.
- Ability to lift up to 50 lbs. as required.

	Program Technician		Office Assistant (Typing)
Salary:	\$2130 - \$2780	Range A:	\$2003 - \$2435      Range B: \$2172 - \$2641

Who may apply:

Current State employees at the Program Technician level or Office Assistant (Typing), and those who are transferable to the class(es). **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit Applications to:

Linda Luna, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

For information on the position(s) contact:

JoAnn Mejia, SPT III  
Department of Real Estate  
(916) 227-0883 or CalNet 8-498-0883

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.